

**South East Regional Trauma Council
Executive Committee Meeting
Labette County Medical Center
Conference Center
1:00 p.m. – 2:30 p.m.
May 20, 2004**

Minutes

Call to Order

Chris Way
Chairperson

Present: Steven Miller, M.D., Sonya Culver, D.O., Susan McDaniel, Susan Souders, Christi Keating, Tom Pryor, Chris Way, Debbie Baugher, Jeanie Beason, Dan Leong, Cindy Rosebrook, Vanessa Smith, Rosanne Rutkowski, Kendra Tinsley

Approval of the minutes from the 18 March 2004 executive committee meeting

MOTION: Approval of the minutes was moved by Dr. Miller with Jeanie Beason seconding the motion. The motion was approved by unanimous voice vote.

Trauma Program Update

Rosanne Rutkowski
KDHE Trauma Program

Rosanne Rutkowski provided the update. The Advisory Committee on Trauma (ACT) convened on May 19. The state trauma program budget was reviewed along with the implementation schedule. Hospital verification was discussed as a component of the trauma program that will require attention. Nationally, Kansas ranks poorly in trauma systems development, in large part, due to the lack of hospitals that are verified to provide trauma care. Funding for 2005 was not allocated for education due to the overall trauma program costs exceeding generated revenue from moving violations. In addition, a percentage of all fee funds were transferred to the state general fund again this year.

Rosanne provided a list of facilities that had not reported trauma registry data in the third and fourth quarters.

The Emergency Medical Dispatch (EMD) project has moved forward to the planning process in each region. Rosanne suggested that a train-the-trainer approach be implemented to increase access to EMD training within the state.

The ACT approved a 2004 meeting of all of the regional trauma council executive committees.

Reports from sub-committees

- **Education**

Susan Souders,
Chairperson

- **ATLS course wrap up**

Susan Souders, sub-committee chairperson, provided the report. The April ATLS course was successful. The class was filled with Kansas providers including four mid-level providers. Susan expressed appreciation to Dr. Harrison and the Wesley Medical Center

staff assistance in making it a successful course. A TNCC course was held in April. A PHTLS course has been scheduled on June 16 and 17.

- **EMT Instructor Class-Funding**

Chris Way

Chris provided an update regarding an EMT instructor class. Chris re-capped the history of the need for EMT training dating back to Bruce Birchell's report of a lack of EMTs in the region. This seemed to be due to a lack of instructors. Chris reported Coffeyville Community College has scheduled an EMT instructor course at the end of June. Chris proposed that funding from the trauma region be provided to support the course. Chris proposed that the funding be used to offset tuition costs of those participants attending from the SE trauma region. The cost of tuition is approximately \$550.

Kendra reported in order to use the \$6,000 funding; it would be necessary to justify the project's contribution to regional trauma plan development. Rosanne indicated that to the extent the EMT goals were included in the regional trauma plan, the funding could be used for that purpose.

The committee agreed to write the portion of the regional trauma plan that would include this objective on Monday, May 24. Cindy will provide the sub-committee with samples of regional trauma plans to assist with the draft. Once drafted, it would be emailed to the executive committee for review and approval. Members of the sub-committee included, Chris Way, Susan Souders, and Debbie Baugher.

MOTION: Susan Souders moved to write the EMT instructor goal into the trauma plan and to budget \$1,500 toward the EMT instructor course at Coffeyville Community College. Susan McDaniel seconded the motion. The motion was approved by unanimous voice vote.

Kendra reminded the committee about the SEKRTC finance policy to submit the plan and budget when completed for approval to the appropriate executive committee members. Once approved, an invoice would need to be provided in order for KFMC to issue payment.

- **Trauma Triage, Transport, Transfer
(Regional Trauma Plan)**

Chris Way

Chairperson

Chris Way, Chairperson, provided the update. Chris reported that the sub-committee had not met and suggested that regional trauma plan development would be a major priority of this sub-committee. The committee agreed to assign the duty of regional trauma plan development to the triage, transport and transfer sub-committee.

- **By-Laws**

David Cowan

Chairperson

Chris Way provided the update in the absence of David Cowan. Chris reported that a new bylaws sub-committee chairperson would be needed.

- **Hospital Administrator Position**

Rod Pace resigned from the executive committee leaving a hospital administrator position open. Chris reported that the hospital administrator position had been discussed at the ACT meeting on May 19. It seems that a hospital administrative staff, not necessarily the hospital CEO, should hold the position. Dr. Culver reported that she had discussed the hospital administrator position with Deanna Pitman, CEO, at Wilson County Hospital. Deanna agreed to accept the position and commit the time if offered.

MOTION: Dr. Sonya Culver moved approval of Deanna Pitman as a hospital administrator representative to the executive committee with Dr. Miller seconding the motion. The motion was approved by unanimous voice vote.

- **Proposed language for Associate Membership**

The language was reviewed. The committee tabled the item until the July meeting in order to consider possible implications of the proposed language. The committee clarified that associate members may not hold executive committee seats.

- **Sign Revised Bylaws**

The Officers signed the bylaws.

- **EMD**

- **Plan Update**

Chris provided the update. Additional calls were made to follow up on the original survey. The sub-committee has moved forward with plan development that will likely include a train-the-trainer approach in Medical Priorities. Funding may be used to pay for flip cards, travel, lodging, and course fees. The plan and proposed budget will be developed and submitted by email for executive committee approval in the near future.

Old Business

Chris Way
Chairperson

- **Regional Trauma Plan Development-Form Committee** (See above under Trauma Triage, Transport, Transfer)

Cindy provided examples of ways the other regions have started the trauma plan development process with particular emphasis on the NC region where 100% survey return was received.

The committee agreed to form a team of two executive committee members that would include the Chairperson. The team will go to each hospital with the Trauma Patient Capabilities Survey and complete the survey with the necessary hospital staff for each hospital in the SE region. During the hospital visits, the team would be able to call the trauma program staff to assist with questions as needed. Cindy will get the surveys to Chris as soon as possible.

A committee member asked if there would be an assessment of trauma capabilities for EMS services, as they did not seem to think the Board of EMS had sufficient information about the services to complete the elements of the regional trauma plan.

New Business

- **KRTC Meeting 2004**-The committee considered the 2003 meeting to be beneficial and would like to hold a 2004 meeting. The ACT approved meeting planning.

- **Traumatic Brain Injury Awareness Building Activities Project**

Vanessa Smith was introduced. She works for KFMC as the coordinator for the TBI Awareness Building Activities Project. The SE Kansas forum will be held in Chanute and a date has not been set at this time, however, additional information will be forthcoming. Vanessa described the project and forums to the committee and invited any members that would like to become panel members, guest speakers or participants to contact Kendra or Vanessa at vsmith@kfmc.org or ktinlsey@kfmc.org.

Dan Leong from the Kansas Hospital Association was introduced. Dan works on the Emergency Preparedness project and has been attending RTC meetings as trauma and bio-terrorism are closely related. Dan reported that the KHA has been in the process of

purchasing an EM system for the entire state. This is a computer-based tool that allows facilities to know when a hospital is on diversion and needs to be transferred to another facility. Currently, the system is successfully used in the Kansas City area. Dan will keep the trauma councils posted on the progress of the system.

General Meeting: The committee scheduled the next general meeting on August 26, 2004 from 1:00 to 4:00 at Fort Scott Mercy Hospital. The committee agreed that a guest speaker would not be necessary. Break out sessions for regional trauma plan development will be the major agenda item. A sample agenda from another region that includes break out sessions will be emailed to all executive committee members per executive committee request.

A committee member reported that he was approached by his hospital CEO following the SE KHA district meeting this past spring. There was concern about the information provided about the RTCs during the meeting. The RTC will work with KHA to resolve any concerns.

Announcements

No announcements.

Adjournment

The meeting was adjourned.